

~~EYES ONLY SECRET~~

19 November 1971

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

[REDACTED]
GS-4 to GS-5

25X1A9a

1. ^{25X1A9a} [REDACTED] It is recommended that arrangements go forward to promote [REDACTED] of the Analysis Division secretarial staff from a GS-4 to a GS-5.

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2. [REDACTED] has been with the Analysis Division since August 1971. She entered on duty with the Agency at her present grade level in June 1971.

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3. In the short time [REDACTED] has been with us she has shown a most cooperative attitude. Her performance on assigned tasks has been very commendable. She is still in the process of learning procedures and the standard practice followed in ORD, but she has responded well and shows every promise of becoming an excellent and dependable secretary. Soon after she came into An/ORD [REDACTED] was successful in passing the Agency test in stenography and has been a most valuable asset because of the assistance given to our staff in this area.

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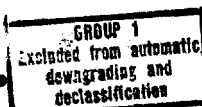
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4. ^{25X1A9a} [REDACTED] Because of the level of her performance we believe [REDACTED] should be promoted from a GS-4 to a GS-5 level.

[REDACTED]
25X1A9a

Chief, Analysis
ORD/DD/S&T

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SUBJECT: Recommendation for Promotion -
[REDACTED]
GS-4 to GS-5

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

11/30/71
Date

APPROVED:

25X1A9a

Director of Research and Development

Date _____

Distribution:

- Orig. & 1 - Addressee
- 1 - Special Panel, ORD
1 - PO/ORD
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An/ORD/DD/S&T: [REDACTED] df:2143 25X1A9a